

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT

TRANSPORTATION

POSITION TITLE

DISTRICT 7, DEPUTY DISTRICT DIRECTOR,
PROGRAM/PROJECT MANAGEMENT

(PENDING SPB'S APPROVAL)

LEVEL

CEA 2
(Salary Range \$7815-8616)*

* An appointment salary higher than the maximum of range for a CEA 2 (\$7815-8616) for Supervising or Principal Transportation Engineer (up to \$10,853) may be supported by the Department and requires DPA approval.

FINAL FILING DATE

AUGUST 23, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the District 7 Director/Chief Deputy District Director, the Deputy District Director is responsible for developing and implementing overall policies for the Program/Project Management Division. Responsibilities include:

- Develops and implements policies for the District 7 Program/Project Management Division which may have statewide impact. The functions of responsibility include Project Management, Project Management Support, Program Management, and

Capital Outlay Management Support. Provides policy and administrative direction to ensure the effective use of resources and the attainment of project goals.

- Develops short and long term strategic direction, goals, objectives, strategies, and performance measures.
- Responsible for directing highly sensitive and critical programs, including the District's program/project management programs and policies, which are scrutinized by the Legislature, the media and the public at large.
- Responsible for the Capital Program projects, priorities and resources for the District. Collaborates with Deputy District Directors in other capital functions such as Right of Way, Construction, Project Development and Environmental. Directs policy on the use of contracting out resources for project work. Provides policy direction for brokering work for capital-related positions to account for imbalances between workload and staff in the District.
- Responsible for providing policy direction for the District's complex and sensitive projects such as the \$1 billion design build project partnered by the Department and the Metropolitan Transportation Planning Agency which may have statewide impact.
- Participates as a member of the District Director's Executive staff (consisting of the District Director and Deputy District Directors) in developing district policy recommendations on program development and improvement, resources, staffing and program emphasis. Participates in the development of statewide policies and procedures by providing expert advice and input.
- Represents the District at meetings, committees, task forces and in dealings with legislators, federal, state, regional and local agencies and the public concerning the scope and content of program/project management programs.
- Advises the District Director/Chief Deputy District Director on the full range of policy issues related to the Program/Project Management programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Senior Transportation Engineer, Supervising Transportation Planner or Staff Services Manager III level or higher that developed the following qualifications:

- A broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation system performance measures.
- Familiarity with federal and state regulations that apply to and impact the work of the Department and with the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent the Department in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Senior Transportation Engineer, Supervising Transportation Planner or Staff Services Manager III.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e.,

directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037
Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by 5:00 p.m. on August 23, 2010. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.